**EXECUTIVE TEAM MEETING MINUTES**

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| **GROUP:** | Ontario Tech Engineering Students’ Society |
| **LOCATION:** | In-person/Virtual |
| **DATE:** | Thursday, January 23rd 2025 |
| **TIME:** | 7:00 pm - 8:30 pm |

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| **No.** | **Topic** | **Type** | **Suggested Start Time** | **Speaker(s)** |
| **1** | **Call to Order** |  |  | Chair |
| **2** | **Standing Items**   * Agenda * Meeting minutes |  |  | Chair |
| **3** | **Executive Reports**   * President * VP Finance * VP Internal * VP External * VP Academic * VP Marketing * VP Social | Information |  | President  VP Finance  VP Internal  VP External  VP Academic  VP Marketing  VP Social |
| **4** | **Upcoming Events** | Discussion |  |  |
| **5** | **AGM** | Discussion |  |  |
| **6** | **Iron Ring** | Discussion |  |  |
| **7** | **Essco PM 2026 Bid** | Discussion |  |  |
| **8** | **New Business** |  |  |  |
| **9** | **Adjournment** |  |  |  |

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| --- | --- | --- |
| **Executive** | **Position** | **Present / Regrets** |
| Gary Madhan | President | P |
| Nabihah Khan | VP Finance & Administration | P |
| Alveena Shrestha | VP Internal | P |
| Ava Dikbikian | VP External |  |
| Wara Jawad | VP Academic | P |
| Maisha Zarrin | VP Marketing & Design | P |
| Liam Reid | VP Social | P |
| Maya Tubongbanua | Secretary | P |

**1. Call to Order**

* Call to order at 7:11 pm
* Seconder - Ava

**2. Standing Items**

**3. Executive Reports**

* **President**
  + Iron ring ceremony - downtown campus
  + Doesn’t make sense to have iron ring afterparty
  + Gary: wants to use funding for iron rings for students + in the future to bake iron ring and feed it into the levy (?) fees ($20/student’s iron ring)
  + Talk shop + bookstore – talking with faculty = no updates
  + Using resources to create designs to see what students would like in the shop
* **VP Internal**
  + Enactus meeting; having a mental health week
    - Alveena thought of “Puppy Yoga” for this event
  + Meeting with her team about mental health week
  + OEC; Alveena coordinated with her team and will lead tomorrow morning (Jan 24)
  + Alveena - Needs to put invoice in
    - Needs to put motion in by 31st
* **VP External**
  + CALE and CSC = processing is done; still waiting on invoices to motion on it
  + CALE delegate meeting is scheduled for monday
  + Ava made a document - [CELC VPX Notes](https://docs.google.com/document/d/1MHNW-SLIR_GijGHtDKwW2LtgXLAhKW3WEq6dgeRaBt0/edit?usp=sharing)
  + Toronto VPs – working with them
  + Working on Nooners
  + Patch updates – Ava worked with Liam + bought the “Prepared to be Amazed” Patch (Doesn’t need to invoice this)
* **VP Academic**
  + Brianna (WiE) - Wara set up a meeting with her tomorrow to talk about collaborations
  + Wara spoke to TA who runs the workshop – did not respond about a consultation for planning
* **VP Marketing & Design**
  + Leather jacket fitting forms – closed, received 12 people interested
  + Session for fitting is on Feb 5
  + Fixed issue with OTSU, regarding exchanges being done
    - People are being refunded
  + Hoodie – design submission is this Friday
  + Website – Adding a new page for resources, adding agenda + motions + surveys (for the shop with the faculty)
  + Social media – series where you post about a day-in-a-life of an engineering student (Starting next Monday with Alveena!)
  + Newsletter – conference week re-cap + club feature (project development of OTU) + Demo Fest
* **VP Social** 
  + January – stitch n snitch (Jan 24)
    - Last OTU patch will be up for grabs
    - Liam will be attending AGM
    - Patch update – has final designs
  + February – no confirmed plans
  + March – lots going on
    - Iron pin ceremony – happening on March 4th; Maisha is working on design for pins
    - Liam is planning on doing another patch drop!
      * “Would you rather be the sun or the moon?”
    - Nooner – Liam requests for confirmation from Ava
    - Pie the Prez – conflict of interest; March 14th
      * Liam requests that EWB communicates that with him
    - Planning for purpling event – Liam might not be available for it though; not confirmed
  + April – wow!!
    - Gala - Liam contacted the contacts
      * Just needing to finalize the invoices
      * Occurring April 17th (during midterm szn)
      * DJ is going to be a little more expensive
      * Cinnabooth... - $460 + tax
      * Hopes he gets projector screens
      * Photographer - $150, no tax
      * Videographer - $300-400, no tax
      * Food – Caribbean stuff
* **VP Finance & Administration**
  + Updated ledger last week
  + Made an excel tracking document
  + 2023-2024 excel sheet isn’t complete – Asked Joana for the ledger
  + Hackathon in March – waiting for confirmation (but Gary isn’t planning on doing this as it takes up a lot of resources)

**Discussion Items**

**4. Upcoming Events**

* March event - “WTF” for Feb before elections; Liam needs help with it
* CEC – Find out results of how many people will be sent by Monday (Jan 27)
  + Where: Nova Scotia
  + Think about delegate fees and flight cost
* Year rep situation :
  + Gary proposes the idea of another layout plan to use student reps in the future
  + In Sept 2025, so student reps know what to do
  + Gary would like to have Wara to think of a plan to better use the student reps in EngSoc
  + Issue: this year EngSoc hired people to go to academic counsel meetings, however, students missed the meetings since they didn’t check their emails
  + Gary would like to maximize student rep use + initiatives to represent EngSoc well; asks to make a document to plan this

**5. AGM**

* Book rooms (booking on our own time); must happen as early in next week
* Gary: Needs Maisha’s help in creating a post about AGM + google forms for registration
  + Gary will consult with Maisha about this tomorrow
* Food suggestions :
  + Shelby's 😀, Chik fil-A!; Gary disagrees with these food options sadly
  + Gary decides to order 40 pizzas...
  + Alveena: Sharwarma 😀
  + Tahini ... (?)
  + Finalized Option: Hakka (California Thai) + 10 pizzas
* Agenda for AGM:

Same process for exec meetings:

* + Ava proposes to let everyone know about Roberts Rule
  + Call to order
  + Current agenda
  + Meeting minutes
  + Executive reports (Gary will create powerpoint and add it through teams)
  + \*\*\* Gary: update your slides and you have done – These are executive reports \*\*\*
  + Budget – must be approved for Gala, patch, etc...
    - Have a vote on the budget for the year – includes what EngSoc has spent (Has already done most of the work, just needs to be put on slides)
  + Q&A
  + Adjournment
  + Food
    - Caution: mean people will be at AGM :(
      * Alveena: “I’ll fite ! >:)"

About VP Academics (how it wouldn’t be voted during AGM)

* + - “Social to student life” - Gary: doesn’t see how this will benefit next year’s team
    - Alveena: proposes to change internals role as it has a lot of responsibilities
      * Gary’s response: a change for internals is to have planning mental health initiatives to social
      * Ava: merging internal and social is a not so great idea; she doesn’t see the point of the role of academics; would like to have externals and internals to handle OEC
    - Ava and Gary proposes to remove Academics
      * So, Gary proposes the idea to move around responsibilities of all VPs
      * Alveena: maybe we can balance out the roles of all VPs
        + E.g., mental health events could be handled by student life + give more responsibilities to student life
      * Gary: sees that social and student life seem similar
      * Alveena: proposes the idea in incorporating more workshops for students
        + Ava: from her experience, workshops might not beneficial
      * Final outcome of conversation: shifting responsibilities rather than changing the constitution + letting next year’s team to handle the role of Academics

**6. Iron Ring**

* Gary: proposes to do Iron Ring fitting (Feb 13-14) in the office so their ring size is ready after submitting the “Camp form”
* Liam: Who and when will be in the office?
* Gary: we could do an hour, every other day
* Alveena: scheduling by seeing who is free
* Jan 27 – Feb 7 (10 days), every exec picks a day and a time slot so students can try their rings on
  + OR Feb 3-13 (TBD)
* About 310 grads upcoming

**7. Essco PM 2026 Bid**

* ESSCO has 3-4 conferences every term
* OTU did FYIC is 2023
* Cale is up to bid
* Ava: not enough facilities to do FYIC, CALE; so she chose ESSCO PM
* Ava has powerpoint of PM (still in the making)
  + Includes project budget
  + Potential sponsors: Subway people (manager) would likely looove to help out
  + Needs: letter of support; faculty support; signed documents
* Delegate fees - $100 per delegate
* Ava: hoping to get good monetary aid from faculty as they had helped with FYIC 2023 really well (potentially could have EngSoc receive a leftover $1k)
* About 50 delegates will be attending
* Gary: proposes idea of making bid/motion for PM conference
  + Ava agrees
* About South Village – no need for transportation

**8. New Business**

* Iron pins ceremony
* Liam: update for patches; Gary has invoice for it (it’s two years old, needs to consult with OTSU, Gary will handle that)

**9 Adjournment**

* Meeting adjourned at 8:34 pm
* Seconder - Liam